



INTERNS, WASHINGTON, D.C AND THE FEDERAL GOVERNMENT

AN
INTRODUCTION
TO THE
BELTWAY

2011



U.S. DEPARTMENT OF COMMERCE

INTERNS, WASHINGTON, D.C. AND THE FEDERAL GOVERNMENT: AN INTRODUCTION TO THE BELTWAY

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Internship Program for Post-Secondary
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If you have any questions, comments or updates, you may contact Cristina Bartolomei at cbartolomei@doc.gov (Note: Not all agencies and bureaus are listed in the directory, only those which offer internship programs in the Washington, D.C. area. For a complete list of agencies and bureaus, consult the [U.S. Government Manual](#)).

**THIS DIRECTORY IS AN ELECTRONIC TOOL, NOT MEANT TO BE PRINTED NOR FOR ANY
MONETARY GAIN.**

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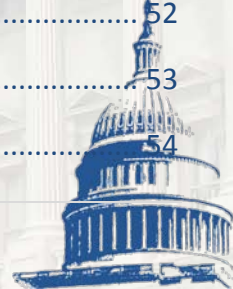


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INTRODUCTION

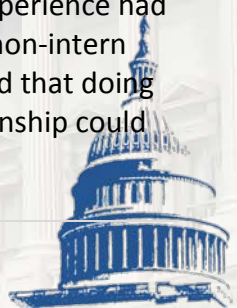
The *Interns, Washington, D.C. and the Federal Government: An Introduction to the Beltway* directory is designed to provide interns new to the area information about everything - from jobs and internships, to D.C. housing and attractions. Coming to D.C. with an internship offer is no small feat. Not only are most internship offerings highly competitive but accounting for expenses and finding money to live, travel, and eat could be a challenge. Do not worry, there are many internship providers and universities that sponsor students with stipends and academic credit. Unpaid internships, however, may present a tougher challenge, but this directory will show you how to survive the Nation's capital with limited resources.

The directory is divided into seven sections. The first section discusses internships in 15 cabinet-level agencies. Each agency has various bureaus and sub-agencies that specialize in a certain area of government. Section 2 provides a list of independent agencies and government corporations. Many agencies in this section have numerous openings for students such as the EPA or the CIA. Section 3 lists independent providers that have contractual agreements with the Federal Government to provide them with interns. Section 4 addresses housing and travel information. This component of the booklet is critical because half the battle of planning for an internship is finding somewhere to live. Section 5 lists restaurants for all budgets. Section 6 lists attractions in the D.C. area. Section 7 has a myriad of information on how to navigate the hiring process to get a permanent position with the Federal Government. We did not include all the agencies bureaus under the various headings; only the ones that had internship and fellowship programs.

If you are relocating to the Beltway and looking to claim a piece of Washington, this directory will show where to look, who to look for, and how to finance your stay. Most importantly, while providing career opportunities, coming to the D.C. area should be about fun and taking advantage of what the city has to offer.

“COMING TO THE D.C. AREA SHOULD BE ABOUT FUN AND TAKING ADVANTAGE OF WHAT THE CITY HAS TO OFFER.”

If you are still hesitant to apply for an internship, take into consideration studies that have been conducted about students who take part in internship programs. According to a 2010 study by the [National Association of Colleges and Employers](#), 42.3% of college seniors who had prior internship experience and applied for a job received at least one job offer, versus 30.7% of seniors without internship experience. In terms of salary, the study found that students with internship experience had a median accepted salary of \$45,301 – 31% higher than the median accepted salaries for non-intern students. This finding is corroborated by the [Heldrich survey](#), in which 47% of students said that doing more internships would have helped them in their job search. Thus, taking part in an internship could prove essential in shaping a successful professional career.



The best advice that we can offer to secure an internship or a permanent position in the Federal Government is to live by the 6-P's principle: Proper Planning Prevents Pi.. Poor Performance. It is up to you to take charge of doing whatever you need to do to accomplish your goal, and stay one step ahead of the competition. You must search the multiple web pages, you must timely submit your applications, and you must educate your managers on the appointment authorities to convert your internship positions into permanent ones. At the end of the day, success depends on your resilience and resourcefulness.

PROPER PLANNING PREVENTS PI.. POOR PERFORMANCE

The Office of Civil Rights at the U.S. Department of Commerce takes reasonable measures to ensure the information included in this directory is updated. However, the Office does not assume any legal liability or responsibility for the accuracy, correctness, or completeness of any information that is available through this publication. Reference to any information does not constitute an endorsement, a recommendation, or a favoring by the U.S. Government or the U.S. Department of Commerce.



This directory was prepared by Brinkley Faulcon (pictured), an Oak Ridge Associated Universities intern, during his tenure with the U.S. Department of Commerce, Office of Civil Rights, Policy and Evaluation Division during the summer and fall of 2011. Cristina Bartolomei (also pictured), an EEO Specialist with the same Division and prior Hispanic Association of Colleges and Universities (HACU) intern, designed the final product.

The goal of this undertaking has been to provide information about as many internship and fellowship programs in the Federal Government as we become aware of. There is not one single document available with this information, and we are trying to fill this vacuum with this Directory. Consequently, if you are aware of an internship or fellowship program in the Federal Government that is not included in this Directory, please send an e-mail to Cristina Bartolomei at cbartolomei@doc.gov.



CABINET LEVEL INTERNSHIPS

Cabinet Level internships provide tremendous internship opportunities to students. In this section, make sure to click **ALL** the links. Some of the bureaus advertise their own internship programs as well.



U.S. DEPARTMENT OF AGRICULTURE (USDA)



MISSION STATEMENT: The goal of the U.S. Department of Agriculture is to provide leadership on food, agriculture, natural resources, and related issues based on sound public policy, the best available science, and efficient management.

Responsibility: The USDA is responsible for food, agriculture, natural resources, and commodity markets.

WEBSITE: <http://www.usda.gov>

INTERNSHIPS/CAREERS:

[USDA Summer Internship Program \(SIP\)](#)

[USDA Junior Agricultural Ambassador Program](#)

[USDA Wallace-Carver Internship Program \(WCIP\)](#)

[USDA Information Technology Intern Program](#)

[Public Service Leaders Scholarship](#)

[USDA Internship Programs \(all\)](#)

[USDA E. Kika De La Garza Fellowship Program](#)

[USDA Veterinary Student Employment Program \(VSEP\)](#)

[USDA International Agricultural Internship Program \(IAIP\)](#)

[USDA Borlaug-Ruan International Internship Program \(BRIP\)](#)

BUREAUS:

[Agricultural Marketing Service \(AMS\)](#)

[Agricultural Research Service \(ARS\)](#)

[Animal and Plant Health Inspection Service \(APHIS\)](#)

[Center for Nutrition Policy and Promotion \(CNPP\)](#)

[Economic Research Service \(ERS\)](#)

[Farm Service Agency \(FSA\)](#)

[Food and Nutrition Service \(FNS\)](#)

[Food and Inspection Safety Service \(FSIS\)](#)

[Foreign Agricultural Service \(FAS\)](#)

[Forest Service \(FS\)](#)

[National Agricultural Library \(NAL\)](#)

[National Institute of Food and Agriculture \(NIFA\)](#)

[National Agricultural Statistics Service \(NASS\)](#)



U.S. DEPARTMENT OF COMMERCE (DOC)



MISSION STATEMENT: The U.S. Department of Commerce promotes job creation, economic growth, and sustainable development and improved standards of living for all Americans by working in partnership with businesses, universities, communities and our nation's workers.

RESPONSIBILITIES: DOC covers trade, economic development, technology, entrepreneurship and business development, environmental stewardship, census administration, weather reporting, and statistical research and analysis.

WEBSITE: <http://www.commerce.gov/>

INTERNSHIPS/CAREERS:

[Legal Internship Recruitment](#)

[U.S. Department of Commerce Internships](#)

[Commerce Careers](#)

[NIST Student Information System](#)

BUREAUS:

[Bureau of Economic Analysis \(BEA\)](#)

[U.S. Census Bureau](#)

[Minority Business Development Agency \(MBDA\)](#)

[National Telecommunications and Information Administration \(NTIA\)](#)

[Office of the Secretary](#)

[National Institute of Standards and Technology \(NIST\)](#)

[U.S. Patent and Trademark Office \(PTO\)](#)

[National Oceanic and Atmospheric Administration \(NOAA\)](#)

[International Trade Administration \(ITA\)](#)



U.S. DEPARTMENT OF DEFENSE (DOD)



MISSION STATEMENT: The mission of the Department of Defense is to provide the military forces needed to deter war and to protect the security of our country.

RESPONSIBILITIES: The Defense Department manages an inventory of installations and facilities to keep Americans safe.

WEBSITE: <http://www.defense.gov/>

INTERNSHIPS/CAREERS:

[Department of Defense Centralized Intern Program](#)
[National Security Agency \(NSA\) Graduate Training Program](#)

[Workforce Recruitment Program for College Students with Disabilities](#)
[NSA Student Opportunities](#)
[Washington Headquarters Services](#)

BUREAUS AND DEPARTMENTS:

[Office of the Inspector General](#)
[Director of Program Analysis and Evaluation](#)
[Department of the Army](#)

[Department of the Air Force](#)
[United States Marine Corps](#)
[Department of the Navy](#)

RESERVE OFFICER TRAINING CORPS (ROTC) PROGRAMS:

An alternate way to get a college education with great financial aid packages is to join a Reserve Officer Training Corps Program. Upon completion of a college degree, you'll be a commissioned officer in one of the branches of the military.

The following is a list of ROTC Programs:

[Navy ROTC Program](#)
[Army ROTC Program](#)

[U.S. Air Force ROTC Program](#)
[Marine Officer NROTC Program](#)



U.S. DEPARTMENT OF EDUCATION (DE)



MISSION STATEMENT: The mission of the Department of Education is to: Strengthen the Federal commitment to assuring access to equal educational opportunity for every individual; Supplement and complement the efforts of states, the local school systems and other instrumentalities of the states, the private sector, public and private nonprofit educational research institutions, community-based organizations, parents, and students to improve the quality of education; Encourage the increased involvement of the public, parents, and students in Federal education programs; Promote improvements in the quality and usefulness of education through Federally supported research, evaluation, and sharing of information; Improve the coordination of Federal education programs; Improve the management of Federal education activities; and Increase the accountability of Federal education programs to the President, the Congress, and the public.

RESPONSIBILITIES: Establishing policies on federal financial aid for education, collecting data on America's schools, focusing national attention on key educational issues, prohibiting discrimination and ensuring equal access to education.

WEBSITES: <http://www.ed.gov/>; <http://www.ed.gov/jobs>

INTERNSHIPS/CAREERS:

[Martin Luther King, Jr. Scholars Program](#)
[Student Volunteer Internship](#)

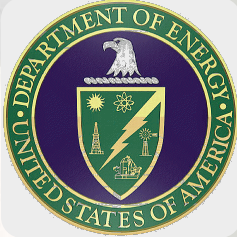
BUREAUS:

[Office of Federal Student Aid \(FSA\)](#)
[White House Initiative on Educational Excellence for Hispanics](#)
[White House Initiative on Historically Black Colleges and Universities](#)

[White House Initiative on Tribal Colleges and Universities](#)
[White House Initiative on Asian Americans and Pacific Islanders](#)



U.S. DEPARTMENT OF ENERGY (DOE)



MISSION STATEMENT: The mission of the Energy Department is to ensure America's security and prosperity by addressing its energy, environmental and nuclear challenges through transformative science and technology solutions.

RESPONSIBILITIES: The responsibility of the Department of Energy is transforming energy systems, maintain a vibrant U.S. effort in science and engineering as a cornerstone of our economic prosperity, and enhance nuclear security.

WEBSITE: <http://energy.gov/>

INTERNSHIPS/CAREERS:

[General Counsel Law Student Intern Program](#)

[General Counsel Undergraduate Intern Program](#)

[Minority Educational Institution Partnership Program](#)

[Careers](#)

[DOE Scholars Program](#)

[Student Temporary Assistant Resource Services \(STARS\) Program](#)

BUREAUS:

[Bonneville Power Administration](#)

[Energy Efficiency and Renewable Energy](#)

[Energy Information Administration](#)

[Office of Fossil Energy](#)

[National Nuclear Security Administration](#)

[Office of Science](#)

[Southeastern Power Administration](#)

[Southwestern Power Administration](#)

[Western Area Power Administration](#)

[Federal Energy Regulatory Commission](#)



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS)



MISSION STATEMENT: The Department of Health and Human Services (HHS) is the United States government's principal agency for protecting the health of all Americans and providing essential human services, especially for those who are least able to help themselves.

RESPONSIBILITIES: HHS covers research, public health, food and drug safety, grants, health insurance.

WEBSITE: <http://www.hhs.gov/>

INTERNSHIPS/CAREERS:

[Office of Investigations Internship](#)
[Summer Internship Program in Biomedical Research](#)
[The Post baccalaureate Intramural Research Training Award \(IRTA\) Program](#) [The NIH Academy](#)
[Veterinary Medicine Student Internship](#)
[Summer Student Research Program](#)

[Summer Intern Program](#)
[Office of Policy Internship](#)
[Biomedical Engineering Summer Internship Program \(BESIP\)](#)
[The Graduate Partnerships Program \(GPP\)](#)
[HHS Careers](#)
[Emerging Leaders Program](#)
[The Technical IRTA Program](#)

BUREAUS:

[Administration on Aging \(AOA\)](#)
[Centers for Disease Control and Prevention \(CDC\)](#)
[Centers for Medicaid and Medicare Services](#)
[Food and Drug Administration](#)

[Health Resources and Services Administration \(HRSA\)](#)
[Indian Health Service](#)
[National Institutes of Health \(NIH\)](#)
[National Cancer Institute \(NCI\)](#)
[Office of the Inspector General \(OIG\)](#)



U.S. DEPARTMENT OF HOMELAND SECURITY (DHS)



MISSION STATEMENT: The Department of Homeland Security has a vital mission: to secure the nation from the many threats we face.

RESPONSIBILITIES: The responsibilities of the DHS include shoring up border security, increasing cyber security and protection, enforcing immigration law, and improving emergency response, preparedness, and recovery in disaster relief situations.

WEBSITE: <http://www.dhs.gov/index.shtm>

INTERNSHIPS/CAREERS:

[DHS Internships Program](#)

[DHS Scholars and Fellows Program](#)

[United States Coast Guard Internships](#)

[DHS Careers](#)

BUREAUS:

[United States Citizenship and Immigration Services](#)

[Transportation Security Administration](#)

[United States Coast Guard](#)

[Federal Emergency Management Agency](#)

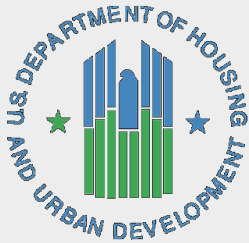
[United States Secret Service](#)

[U.S. Customs and Border Protection](#)

[U.S. Immigration and Customs Enforcement](#)



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)



MISSION STATEMENT: HUD's mission is to create strong, sustainable, inclusive communities and quality affordable homes for all. HUD is working to strengthen the housing market to bolster the economy and protect consumers; meet the need for quality affordable rental homes; utilize housing as a platform for improving quality of life; build inclusive and sustainable communities free from discrimination; and transform the way HUD does business.

RESPONSIBILITIES: HUD responsibility remains to stabilize and strengthen the housing market, meet the need for rental homes, prevent discrimination in housing practices, and improve standards of housing.

WEBSITE: <http://portal.hud.gov/portal/page/portal/HUD>

INTERNSHIPS/CAREERS:

[Healthy Homes and Lead Hazard Control](#)
[Office of the Inspector General](#)

[Policy Development and Research](#)



U.S. DEPARTMENT OF THE INTERIOR (DOI)



MISSION STATEMENT: The U.S. Department of the Interior protects America's natural resources and heritage, honors our cultures and tribal communities, and supplies the energy to power our future.

RESPONSIBILITIES: DOI's responsibilities are to control climate change, advance relationships with Indian Nations, sustainably manage water, energy and natural resources, and protecting American landscapes.

WEBSITE: <http://interior.gov/index.cfm>

INTERNSHIPS/CAREERS:

[Interior Careers](#)

BUREAUS:

[Bureau of Indian Affairs](#)
[U.S. Fish and Wildlife Service](#)
[U.S. Geological Survey](#)

[Bureau of Ocean Energy Management,
Regulation, and Enforcement](#)
[National Park Service](#)



U.S. DEPARTMENT OF JUSTICE (DOJ)



MISSION STATEMENT: DOJ enforces the law, defends the interests of the United States according to the law, ensures public safety against threats foreign and domestic, provides federal leadership in preventing and controlling crime, seeks just punishment for those guilty of unlawful behavior, and guarantees fair and impartial administration of justice for all Americans.

RESPONSIBILITIES: DOJ's responsibilities are to enhance counterterrorism capabilities, developing new investigative and prosecutorial methods, making streets safe, protecting people from criminals who exploit the advances of technology and the anonymity of the Internet, and ridding our communities of illegal guns and drugs.

WEBSITE: <http://www.justice.gov/>

INTERNSHIPS/CAREERS:

[Honors Internship Program](#)

[Volunteer Internship Program](#)

[Accounting Internship](#)

[DOJ Internship and Fellowship Opportunities](#)

[Summer Law Intern Program](#)

[Psychology Pre-doctoral Internship Program](#)

[DOJ Student Programs](#)

BUREAUS:

[United States Marshals Service \(USMS\)](#)

[Federal Bureau of Investigation \(FBI\)](#)

[Bureau of Alcohol, Tobacco, Firearms, and Explosives \(ATF\)](#)

[Drug Enforcement Administration](#)

[Office of the Inspector General \(OIG\)](#)

[Federal Bureau of Prisons \(BOP\)](#)



U.S. DEPARTMENT OF LABOR (DOL)



MISSION STATEMENT: DOL fosters, promotes, and develops the welfare of the wage earners, job seekers, and retirees of the United States; improves working conditions; advances opportunities for profitable employment; and assures work-related benefits and rights.

RESPONSIBILITIES: DOL is responsible for the occupational safety, wage and hour standards, unemployment insurance benefits, re-employment services, and economic statistics.

WEBSITE: <http://www.dol.gov/>

INTERNSHIPS AND CAREERS:

[Department of Labor Internship Program](#)

[Graduate Nurse Internship Program](#)

BUREAUS:

[Employment Benefits Security](#)

[Administration](#)

[Employment & Training Administration](#)

[Office of Workers' Compensation Programs](#)

[Wage & Hour Division](#)

[Bureau of International Labor Affairs](#)

[Office of Labor Management Standards](#)

[Mine Safety & Health Administration](#)

[Veteran's Employment & Training Service](#)

[Women's Bureau](#)

[Office of Federal Contract Compliance Programs](#)

[Bureau of Labor Statistics](#)

[Office of Disability Employment Policy](#)

[Occupational Safety & Health](#)

[Administration](#)



U.S. DEPARTMENT OF STATE (DOS)



MISSION STATEMENT: DOS advances freedom by helping to build a more democratic, secure, and prosperous world composed of well-governed states that respond to the needs of their people, reduce widespread poverty, and act responsibly within the international system.

RESPONSIBILITIES: DOS responsibilities are shoring up peace and security reform, enhancing good governance, promoting economic growth, boosting international image of the United States, strengthening consular services, and providing humanitarian assistance.

WEBSITE: <http://www.state.gov/>

INTERNSHIPS/CAREERS:

[U.S. State Department Internship Programs](#)

[U.S. State Department Student Programs](#)

[U.S. Department of State Careers](#)

[Summer Clerical Program](#)



U.S. DEPARTMENT OF THE TREASURY



MISSION STATEMENT: Treasury's role is to maintain a strong economy, create economic and job opportunities, strengthen national security by combating threats and protecting the integrity of the financial system, and manage the U.S. Government's finances and resources effectively.

RESPONSIBILITIES: Treasury is responsible for effectively managing U.S. government finances, ensuring the United States performs at full economic potential and preventing terrorism by promoting strong international financial systems.

WEBSITE: <http://www.treasury.gov/Pages/default.aspx>

INTERNSHIPS/CAREERS:

[FinCEN Student Volunteer Program](#)
[IRS Academic Institutions Initiative](#)
[OCC Financial Management Internship](#)
[OCC Legal Internship](#)
[OCC Economics Department Internships](#)
[Careers](#)
[Law Students and Recent Graduates \(IRS\)](#)

[College Students with Disabilities Program](#)
[Treasury Headquarters Summer Internship Programs](#)
[Department of Treasury Hamilton Fellows Program](#)
[Economic Policy Internship](#)

BUREAUS:

[The Alcohol and Tobacco Tax and Trade Bureau \(TTB\)](#)
[The Bureau of Engraving and Printing \(BEP\)](#)
[The Bureau of Public Debt](#)
[The Financial Crimes Enforcement Network \(FinCEN\)](#)
[The Inspector General for Tax Administration \(TIGTA\)](#)

[The Internal Revenue Service \(IRS\)](#)
[The Office of the Comptroller of the Currency \(OCC\)](#)
[The U.S. Mint](#)
[The Financial Management Service](#)



U.S. DEPARTMENT OF TRANSPORTATION (DOT)



MISSION STATEMENT: DOT serves the United States by ensuring a fast, safe, efficient, accessible and convenient transportation system that meets vital national interests and enhances the quality of life of the American people, today and into the future.

RESPONSIBILITIES: DOT oversees national transportation policy formulation; highway, rail, and air safety; upgrading and improving transportation systems for commercial and individual needs; and the maintenance and quality assurance of all U.S. waterways, highways, and

modes of transit.

WEBSITES:

<http://www.dot.gov/>

http://careers.dot.gov/stu_intern.html

<http://careers.dot.gov/index.htm>

INTERSHIPS/CAREERS:

[Law Honors Internship](#)

[Summer Transportation Internship for
Diverse Groups](#)

[Federal Aviation Administration MSI
Internship Program](#)

[Bureau of Transportation Statistics
Internship Program](#)

[Entrepreneurial Training Women and Girls](#)

[Office of the Inspector General Undergrad
Internship](#)

[Law Student Clerkship](#)

[Volunteer Legal Internship Program](#)

[John A. Volpe Transportation Internship](#)

[COMTO CITY Internship](#)

BUREAUS:

[Federal Aviation Administration \(FAA\)](#)

[National Highway Traffic Safety](#)

[Administration \(NHTSA\)](#)

[Research and Innovative Technology \(RITA\)](#)

[Office of the Inspector General \(OIG\)](#)

[Pipeline and Hazardous Materials Safety
Administration \(PHMSA\)](#)

[Federal Railroad Administration \(FRA\)](#)

[Federal Motor Carrier Safety Administration
\(FMCSA\)](#)



U.S. DEPARTMENT OF VETERANS AFFAIRS (VA)



MISSION STATEMENT: To fulfill President Lincoln's promise "To care for him who shall have borne the battle, and for his widow, and his orphan" by serving and honoring the men and women who are America's veterans.

RESPONSIBILITIES: The VA is responsible for administering programs of veterans' benefits for veterans including disability compensation, pension, education, home loans, life insurance, vocational rehabilitation, survivors' benefits, medical benefits and burial benefits.

WEBSITE: <http://va.gov/>

<http://www.va.gov/jobs/>

<http://www.vacareers.va.gov/index.asp>

INTERNSHIPS:

[Multiple Internship Opportunities](#)

BUREAUS:

[National Cemetery Administration](#)

[Veterans Benefits Administration](#)

[Veterans Health Administration](#)



INDEPENDENT AGENCIES AND GOVERNMENT CORPORATIONS

There are over 60 independent agencies and government corporations. They are special organizations with unique administrative and authoritative powers that can offer interns many opportunities.



U.S. AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)



USAID
FROM THE AMERICAN PEOPLE

MISSION STATEMENT: The U.S. Agency for International Development (USAID) is an independent agency that provides economic, development, and humanitarian assistance around the world in support of the foreign policy goals of the

United States.

RESPONSIBILITIES: USAID supports long-term and equitable economic growth and advances foreign policy objectives by supporting: economic growth, agriculture and trade; global health; and democracy, conflict prevention and humanitarian assistance. We provide assistance in five regions of the world: Asia; Europe and Eurasia; Latin America and the Caribbean; Middle East; and Sub-Saharan.

WEBSITE: <http://www.usaid.gov>

INTERNSHIPS:

[USAID Internship Programs](#)



U.S. CENTRAL INTELLIGENCE AGENCY (CIA)



MISSION STATEMENT: The Central Intelligence Agency is an independent agency responsible for providing national security intelligence to senior US policymakers.

RESPONSIBILITIES: The CIA's task is to collect and evaluate intelligence, provide overall direction and coordination of intelligence overseas, and use information to protect national security.

WEBSITE: <https://www.cia.gov/index.html>

INTERNSHIPS: [CIA Internship Programs](#)



U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA)



MISSION STATEMENT: To protect human health and the environment.

RESPONSIBILITIES: Taking an active role in climate change, protecting America's soil, cleaning up communities, advancing sustainable development, eliminating pollution, and enforcing environmental laws.

WEBSITE: <http://www.epa.gov/>

INTERNSHIPS:

[National Network for Environmental Studies Program](#)

[Student Services Contracting Authority Program](#)

[Science to Achieve Results Program \(STAR\)](#)

[Greater Research Opportunities Program \(GRO\)](#)

[Association of Schools of Public Health Fellows Program](#)

[Student Diversity Internship Program](#)

[AAAS Science and Technology Policy Fellowship](#)

[Office of Research and Development Programs](#)

[Student Summer Employment Program](#)



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC) ATTORNEY HONOR PROGRAM



PROGRAM DESCRIPTION: The EEOC's Honor Attorney Program was inaugurated in 2000 with the purpose of recruiting the most qualified entry-level attorneys and training them for highly skilled legal work within the agency. Attorneys hired through the Honor Program are assigned to the Commission offices that are designated to participate in the Program that year. The attorneys who are selected for the Honor Program are assigned to challenging positions, offering valuable legal experience and substantial individual responsibility. In an effort to broaden the attorney's legal experience, each Honor Program attorney is given the opportunity to rotate or "detail" into different assignments both within the EEOC and possibly with other government agencies. In addition, Honor Program attorneys receive extensive training to ensure their legal proficiency and expertise in particular practice areas.

Below you will find a list of each EEOC office that offers the program. Click on the website link at the end of the page to find more information about the program and detailed description of each listed office to better help you determine which position suits you best.

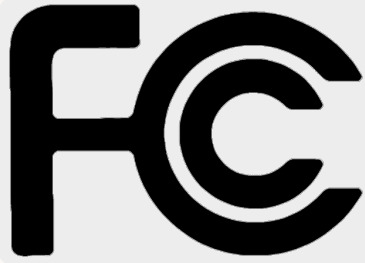
- **Office of Federal Operations - Washington, D.C.**
- **Office of Legal Counsel - Washington, D.C.**
- **Office of General Counsel - District Offices and Headquarters**
- **Office of Field Programs - District Offices**

COMPENSATION: Honor Program attorneys' salaries will depend upon the attorney's prior experience and will be determined by the Office of Human Resources and the hiring office. Most newly graduating law students will be hired as GS-11 Law Clerks until they are admitted to the bar. Once bar membership is established, conversion to a GS-11 General Attorney classification will be processed.

WEBSITE: <http://www.eeoc.gov/eeoc/jobs/honorprogram.cfm>



U.S. FEDERAL COMMUNICATIONS COMMISSION (FCC)



MISSION STATEMENT: FCC regulates interstate and international communications by radio, television, wire, satellite and cable in all 50 states, the District of Columbia and U.S. territories..

RESPONSIBILITIES: FCC's obligation is to promote broadband services, enhance the communications revolution, encourage best use of the spectrum, revise media regulations, and provide leadership in communications infrastructure.

WEBSITE: <http://www.fcc.gov/>

INTERNSHIPS:

There are multiple internship opportunities at the FCC. Click on the links below to read more information about the various programs offered.

[Office of Chairman Genachowski](#)

[Office of Commissioner McDowell](#)

[Office of Commissioner Clyburn](#)

[Office of Communications Business](#)

[Opportunities](#)

[Consumer & Governmental Affairs Bureau](#)

[Enforcement Bureau](#)

[Office of Engineering and Technology](#)

[Office of General Counsel](#)

[Office of Inspector General](#)

[International Bureau](#)

[Office of Legislative Affairs](#)

[Office of Managing Director](#)

[Media Bureau](#)

[Office of Strategic Planning and Policy Analysis](#)

[Public Safety & Homeland Security Bureau](#)

[Wireless Telecommunications Bureau](#)

[Wireline Competition Bureau](#)



U.S. FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC)



MISSION STATEMENT: To insure deposits and supervise financial institutions to guarantee consumer protection.

RESPONSIBILITIES: Create policy that addresses risks in the national financial system and carry out management responsibilities

WEBSITE: <http://www.fdic.gov/>

INTERNSHIPS:

[Division of Finance Internship](#)

[Division of Information Technology Student
Internship Program](#)

[FDIC Internship Programs](#)

[Legal Division Honors Program](#)
[Summer Legal Intern Program](#)



U.S. FEDERAL RESERVE SYSTEM (FRS)



MISSION STATEMENT: The Federal Reserve System is the central bank of the United States. It was created to provide the nation with a more stable financial system.

RESPONSIBILITIES: The Federal Reserve System acts to conduct the nation's monetary policy, supervise banking institutions, maintaining stability of the financial system, and providing financial services to the U.S. government and foreign institutions.

WEBSITE: <http://www.federalreserve.gov/>

INTERNSHIPS:

[Economic Research Division Internships](#)

[Cooperative Education Program](#)

[Information Technology Internships](#)

APPLICATION:

[Federal Reserve Application](#)



U.S. FEDERAL TRADE COMMISSION (FTC)



MISSION STATEMENT: To protect and advance consumer interests by developing policy mitigating unfair competition.

RESPONSIBILITIES: Oversee the administration and regulation of fair commerce.

WEBSITE: <http://ftc.gov/>

INTERNSHIPS:

[Bureau of Competition Legal Internship](#)

[FTC Student Internships](#)

[Bureau of Economics Research Analyst Program](#)

[FTC Honors Paralegal Program](#)

[Summer Law Clerk Program](#)



MERIT SYSTEMS PROTECTION BOARD (MSPB)

INTERNSHIPS WITH OFFICE OF THE GENERAL COUNSEL



PROGRAM DESCRIPTION: Interns will work with staff attorneys and the General Counsel on a typical range of duties present in the practice of law with a small federal agency such as: conducting legal research, preparing memoranda, drafting appellate briefs, and writing decisions for the Board. Interns will also work with the legislative counsel to identify, summarize, and monitor legislation affecting the Board and the federal civil service.

APPLICATION: Resume, writing sample, and an interview (which can be done by phone). A first-year legal methods document is an acceptable writing sample. At least one reference who can attest to your legal skills is required. You may submit your application material to the address below – electronic applications are preferred.

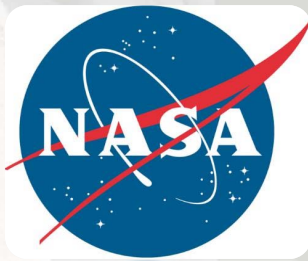
CONTACT INFORMATION: U.S. Merit Systems Protection Board

Office of General Counsel
1615 M St., N.W.
Washington, D.C. 20419
(202) 653-7171
FAX (202) 653-6203
OGCinterns@MSPB.gov

WEBSITE: <http://www.mspb.gov/contact/internships.htm>



U.S. NATIONAL AERONAUTICS AND SPACE ASSOCIATION (NASA)



MISSION STATEMENT: The mission of NASA is to enable a safer, more secure, efficient, and environmentally friendly air transportation system, operate the International Space Station and prepare for human exploration beyond low Earth orbit and, exploring the Earth-Sun system, our own solar system, and the universe beyond.

RESPONSIBILITIES: To reach for new heights and reveal the unknown so that what we do and learn will benefit all humankind.

WEBSITE: <http://www.nasa.gov/home/index.html>

INTERSHIPS:

[NASA Student Programs](#)

[NASA Internships](#)



U.S. NUCLEAR REGULATORY COMMISSION (NRC)



OFFICE OF THE GENERAL COUNSEL (OGC) SUMMER INTERNSHIP PROGRAM

PROGRAM DESCRIPTION: Each year, the NRC selects a small number of current law students to serve in the OGC Summer Intern Program. The program allows you to work closely with seasoned attorneys who advise the Commission and the agency technical staff in the development and implementation of the regulatory program and who represent the agency in administrative licensing and enforcement proceedings and on judicial review before United States Courts of Appeal. NRC attorneys also counsel and represent the agency on other administrative law, personnel, labor relations, procurement, and information law matters.

COMPENSATION: OGC Interns who have completed one year of law school (30 to 49 semester hours) will start at Government Grade (GG)-7, Step 10. OGC Interns who have completed two years of law school (50 to 60 semester hours) will start at GG-9, Step 8. Please check [OPM's salary tables](#) for the most up-to-date salary information.

WEBSITE (APPLICATION PROCESS AND MORE): See <http://www.nrc.gov/about-nrc/employment/ogc-intern.html>

CONTACT INFORMATION: Send your inquiries to OGCInterns@nrc.gov

OTHER STUDENT PROGRAMS

[Co-Operative Education Program \(Co-Op\)](#)

[Historically Black Colleges and Universities \(HBCU\) Program](#)

[Summer Program](#)

APPLICATIONS: <http://www.nrc.gov/about-nrc/employment/student-prog.html#apply>



OVERSEAS PRIVATE INVESTMENT CORPORATION (OPIC)



MISSION STATEMENT: The Overseas Private Investment Corporation's (OPIC) mission is to solve critical world challenges by catalyzing markets in developing nations. OPIC accomplishes its mission by delivering finance innovations that help ambitious U.S. businesses successfully enter, grow and compete in emerging markets.

RESPONSIBILITIES: OPIC is the U.S. Government's development finance institution. It mobilizes private capital to help solve the world's critical world development challenges and in doing so, advances U.S. foreign policy. Because OPIC works with the U.S. private sector, it helps U.S. businesses gain footholds in emerging markets catalyzing revenues, jobs and growth opportunities both at home and abroad. OPIC achieves its mission by providing investors with financing, guarantees, political risk insurance, and support for private equity investment funds.

Established as an agency of the U.S. Government in 1971, OPIC operates on a self-sustaining basis at no net cost to American taxpayers. OPIC services are available for new and expanding business enterprises in more than 150 countries worldwide.

WEBSITE: <http://www.opic.gov>

INTERNSHIPS: <http://www.opic.gov/about/jobs/internship>



U.S. SECURITIES AND EXCHANGE COMMISSION (SEC)



MISSION STATEMENT: The mission of the SEC is to protect investors, maintain markets, and facilitate capital formation.

RESPONSIBILITIES: The responsibilities of the SEC are to interpret federal securities laws, issue new regulations, oversee securities firms and private organizations, and coordinate efforts with the federal, state, and local authorities.

WEBSITE: <http://www.sec.gov/index.htm>

INTERNSHIPS:

[Summer Honors College Program](#)

[Law Student Observer Program](#)

[Summer Honors Business Program](#)

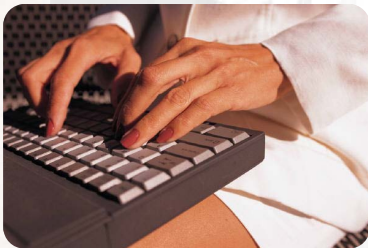
[Advanced Commitment Program](#)

[Summer Honors Law Program](#)



PROVIDERS OF INTERNSHIPS WITH THE FEDERAL GOVERNMENT

Following are additional internship/fellowship opportunities that are not included in the previous sections of this directory.



THE WASHINGTON CENTER



PROGRAM DESCRIPTION:

THE WASHINGTON CENTER offers internships for students looking to enter major professional fields in the private, public and nonprofit sectors,

with over a third going to federal agency positions.

COMPENSATION

The Washington Center will require the student to finance the internship. Scholarships are available and funding is dependent on sponsoring organization student partners with.

<http://www.twc.edu/internships/learn-more/funding>

TERM:

<http://www.twc.edu/deadlines>

<http://www.twc.edu/internships/learn-more/application>

PROGRAMS:

<http://www.twc.edu/internships/all-programs>

[Advocacy, Service & Arts](#)

[Business & Management](#)

[The Córdova Congressional Internship](#)
[\(Special internship program for college](#)
[students residing in Puerto Rico\)](#)

[The Ford Motors Company Global Scholars](#)
[Program](#)

[Global Trade & Regional Integration](#)

[Governors Internship](#)

[International Affairs](#)

[Law & Criminal Justice](#)

[Media & Communications](#)

[Political Leadership](#)

[Postgraduate Professional Development](#)

[The Prudential Foundation Global Citizens](#)
[Program](#)

[Science, Technology & Society](#)

[Competitive Government Programs \(U.S.](#)
[Citizenship Required\)](#)

APPLICATION:

[The Washington Center Internship](#)
[Application](#)

CONTACT INFORMATION:

The Washington Center

1333 16th Street, NW,
Washington D.C. 20036-2205
(202) 238-7900



WHITE HOUSE INTERNSHIP PROGRAM



PROGRAM DESCRIPTION: The White House Internship Program provides a unique opportunity to gain valuable professional experience and build leadership skills. This hands-on program is designed to mentor and cultivate today's young leaders, strengthen their understanding of the Executive Office and prepare them for future public service opportunities.

APPLICATION: <http://www.whitehouse.gov/about/internships/apply>

WEBSITE: <http://www.whitehouse.gov/about/internships>

CONTACT INFORMATION: intern_application@whitehouse.gov



WHITE HOUSE FELLOWS PROGRAM



PROGRAM DESCRIPTION: the White House Fellows Program offers students opportunities to gain experience in high levels of government and engage in leadership and public service.

Website: <http://www.whitehouse.gov/about/fellows>

TERM: See website for details.

<http://www.whitehouse.gov/about/fellows/faq#5>

CONTACT INFORMATION:

White House Fellows Program

<http://www.whitehouse.gov/about/fellows/>



INROADS/GREATER WASHINGTON INTERNSHIPS

**PROGRAM DESCRIPTION:**

INROADS is a national organization of corporate sponsors that specializes in placing interns with companies that mentor and develop students. The program offers interns the connections, opportunities, and experience to become successful in the corporate world.

Website: <http://www.inroads.org/>

TERM:

The INROADS Internship is during the summer time.

APPLICATION:

[INROADS Application](#)



PRESIDENTIAL LIBRARIES INTERNSHIPS



PROGRAM DESCRIPTION: Presidential Libraries are not libraries in the usual sense. They are archives and museums, bringing together in one place the documents and artifacts of a President and his administration and presenting them to the public for study and discussion without regard for political considerations or affiliations. Presidential Libraries and Museums, like their holdings, belong to the American people. These are the

Presidential Libraries internships in the DC Metro area. Each internship is unique and offers a variety of duties and requires different skills.

OFFICE OF PRESIDENTIAL LIBRARIES INTERNSHIPS

[Education and Grant Researcher](#)

[Public Awareness Assistant](#)

[Web Site Developer](#)

[Presidential Materials Staff](#)

[Provide Public Service](#)

[Audiovisual assistant](#)

[Archival Processing Staff Assistant](#)

[Museum and/or Public Programs Staff Assistant](#)

[Reference Staff Assistant](#)

APPLICATIONS: A complete application package includes a cover letter stating the area of interest, a resume, official transcripts and a letter of recommendation from an educational faculty member.

SEND: National Archives & Records
Administration
Attn: NL
8601 Adelphi Road
Room 2200
College Park, MD 20740

CONTACT: Office of Presidential Libraries
National Archives and Records Administration
Room 2200
8601 Adelphi Road
College Park, MD 20740-6001
Phone: 301-837-3250 **Fax:** 301-837-3199



MINORITY ACCESS, INC.

PROGRAM DESCRIPTION:

MINORITY ACCESS, INC. is a nonprofit organization whose purpose is to place minority students in internships in the Washington D.C. area. It does offer many federal internship opportunities.

APPLICATION:

<http://www.minorityaccessconference.org/internship/>

http://www.minorityaccess.org/programs/intern_app.pdf

CONTACT INFORMATION: Minority Access, Inc.

5214 Baltimore Avenue

Hyattsville, MD 20781-2044

Tel.: 301.779.7100

Fax: 301.779.9812

Email: mgoldsborough@minorityaccess.org

[Minority Access Internship Program](#)



OAK RIDGE ASSOCIATED UNIVERSITIES INTERNSHIP PROGRAM FOR POST- SECONDARY STUDENTS (ORAU)



PROGRAM DESCRIPTION:

Oak Ridge Associated Universities offers undergraduates and graduates the opportunity to find internship opportunities in Washington D.C. Based out of Tennessee, it boasts a number of opportunities for interns to accommodate themselves with the federal government.

WEBSITE: <http://www.orau.org/>

PROGRAMS: <http://www.orau.org/science-education/internships-scholarships-fellowships/default.aspx>



HACU NATIONAL INTERNSHIP PROGRAM (HNIP)



PROGRAM DESCRIPTION:

HACU is a national organization representing more than 400 Hispanic Serving Institutions (HSI's). The mission of HACU is to develop member universities, increase post-secondary opportunities for Hispanic students, and meet the needs of businesses. The internship program helps place Hispanic students into positions for success. The program, however, invites all students to apply.

WEBSITE: <http://www.hacu.net/hacu/default.asp>

TERM:

<http://www.hacu.net/hacu/HNIP.asp>

APPLICATION:

http://www.hacu.net/hacu/Apply_Online.asp

SCHOLARSHIPS:

[HACU Scholarship Program](#)

[HACU Study Abroad Scholarship Program](#)

CONTACT INFORMATION:

One Dupont Circle N.W. Suite 430

Washington, D.C. 20036

202-833-8361 (Voice)

202-261-5082 (Fax)

hacu@hacu.net



CONGRESSIONAL HISPANIC CAUCUS INSTITUTE FELLOWSHIP PROGRAM (CHCI)



PROGRAM DESCRIPTION:

The CHCI Program provides college students with a paid internship on Capitol Hill. Interns have a chance to gain work experience, participate in a community service project, and receive mentoring.

WEBSITE: <http://www.chci.org/>

PROGRAMS:

[CHCI Programs](#)

[Scholarships](#)

APPLICATION:

[CHCI Internship Application](#)

CONTACT INFORMATION:

CHCI
911 2ND Street NE
Washington D.C. 20002
Phone: (202) 543-1771
Fax: (202) 546-2143



PRESIDENTIAL MANAGEMENT FELLOWS PROGRAM



PMF PRESIDENTIAL
MANAGEMENT
FELLOWS PROGRAM
U.S. OFFICE OF PERSONNEL MANAGEMENT

PROGRAM DESCRIPTION:

The Presidential Management Fellows Program is designed to create a new generation of government leaders by matching advanced degree students with government programs.

WEBSITE: <http://www.pmf.gov/>

APPLICATION:

Find PMF on [USAJOBS](https://www.usajobs.gov/).

CONTACT INFORMATION

Presidential Management Fellows Program
U.S. Office of Personnel Management
1900 E Street, NW, Room 6500
Washington, DC 20415
Phone: 202-606-1040
Fax: 202-606-3040
Email: pmf@opm.gov



WORKFORCE RECRUITMENT PROGRAM (WRP) FOR COLLEGE STUDENTS WITH DISABILITIES



PROGRAM DESCRIPTION: The WRP is a recruitment and referral program that connects federal and private sector employers nationwide with highly motivated postsecondary students and recent graduates with disabilities who are eager to prove their abilities in the workplace through summer or permanent jobs. Co-sponsored by the U.S. Department of Labor's Office of Disability Employment Policy (ODEP) and the U.S. Department of Defense with the participation of many other federal agencies and sub-agencies, the WRP has provided employment opportunities for over 5,500 students since 1995.

To be eligible for the WRP, students must be current, full-time undergraduate or graduate students with a disability, or have graduated within one year of the release of the database each December. For the 2012 WRP release, interviews will be held in the fall of 2011. A student who graduated in October, 2010 or later would still be eligible to participate. Students must be U.S. citizens.

WEBSITE: <https://wrp.gov/LoginPre.do?method=login>

CONTACT: wrp@dol.gov.

You may find additional Information on the U.S. Department of Labor, Office of Disability Employment Policy (ODEP): <http://www.dol.gov/odep/>



ASIAN PACIFIC AMERICAN INSTITUTE FOR CONGRESSIONAL STUDIES (APAICS)



PROGRAM DESCRIPTION:

The APAICS Summer Internship Program gives opportunities for students to obtain experience in public policy, foster leadership skills, and encourage interest in civil service. The program offers students positions with various congressmen and agencies in the federal government. Look through information below.

WEBSITE: <http://apaics.org/>

PROGRAMS:

[Congressional Mentorship Program](#)

[APAICS Summer Internship Program](#)

[APAICS Fellowship Program](#)



CONFERENCE ON ASIAN PACIFIC AMERICAN LEADERSHIP (CAPAL)



PROGRAM DESCRIPTION:

CAPAL is an organization dedicated to building leadership and public policy knowledge within the Asian Pacific American community. The internship program offers students chances to receive public policy knowledge from several federal agencies. Also, there is a leadership program to help develop students.

TERM:

The term of the CAPAL Federal Internship and the Washington Leadership Program will occur during the summer.

PROGRAMS:

[Washington Leadership Program](#)

[Federal Internship Program](#)

APPLICATION:

<http://www.c0000apal.org/programs/federal-internship-program/2011-internship-application/>

CONTACT INFORMATION:

Conference on Asian Pacific American Leadership

P.O. Box 65073

Washington, DC 20035

wlp@capal.org



ORGANIZATION OF CHINESE AMERICANS (OCA)



PROGRAM DESCRIPTION:

The OCA sponsors internship programs that place emphasis on public policy and interest in Asian American affairs. Interns have the opportunity to work in four areas: the OCA National Office, federal government agencies, congressional offices, or a non-profit partnership. The OCA National Office Internship is year-round and all other programs will be during the summer. Look

below to find out more information.

WEBSITE:

<http://ocanational.org/>

TERM:

Internships with the OCA National Center are year round. Internships with federal government agencies, non-profit partners, and congressional offices are during the summer.

PROGRAMS:

[OCA National Center Internship Programs](#)

[OCA Summer Internship Program](#)

APPLICATION:

[OCA Internship Applications](#)



WASHINGTON INTERNSHIP FOR NATIVE STUDENTS



PROGRAM DESCRIPTION:

The Washington Internships for Native Students was developed in response to the White House Initiative on American Indians and Alaskan Natives and offers qualified Native student's opportunities to work for a federal agency or private firm and take courses at American University in public policy.

WEBSITE: <http://www1.american.edu/wins/>

PROGRAMS:

[WINS Internships](#)

APPLICATION:

[Washington Internships for Native Students](#)

CONTACT INFORMATION:

American University
Tenley Campus
4400 Massachusetts Avenue, NW
Washington, DC 20016-8083
Telephone: 202-895-4900
Fax: 202-895-4882
E-mail: wins@american.edu



AMERICAN INDIAN SCIENCE AND ENGINEERING SOCIETY (AISES)



PROGRAM DESCRIPTION:

The goal of AISES is to increase the representation of American Indians in STEM related fields.

WEBSITE: <http://www.aises.org/>

PROGRAMS: <http://www.aises.org/what/programs/internships>

APPLICATION:

[AISES Internship Application](#)



CONGRESSIONAL BLACK CAUCUS FOUNDATION (CBCF)



PROGRAM DESCRIPTION: CBCF's internship and fellowship programs prepare college students and young professionals to become principled leaders, skilled policy analysts, and informed advocates by exposing them to the processes by which national policies are developed and implemented on Capitol Hill and in the federal government.

PROGRAMS:

[Congressional Fellowship Program](#)

[Louis Stokes Urban Health Public Policy Program](#)

[Congressional Internship Program](#)

[Emerging Leaders Internship Program](#)

[Communications Internship Program](#)



NAFEO SERVICES, INC.



PROGRAM DESCRIPTION:

NAFEO Services, Inc. is an organization devoted to bridging the gap between Historically Black Colleges and Universities and Predominately Black Institutions with the federal government and private corporations. Based primarily in Washington D.C., NAFEO Services Inc. serves as an advocate for capacity building of HBCU's and PBI's.

WEBSITE:

<http://www.nafeo.org/community/index.php>

PROGRAMS:

<http://www.nafeointernships.net/home.php>

APPLICATION:

[NAFEO Service's Inc. Internship Application](#)

CONTACT INFORMATION:

internships@NAFEO.org



HOUSING AND TRAVEL

The most difficult issue for interns coming Washington, DC is finding somewhere to live and getting around. It can be frustrating because living arrangements are scarce, expensive, and time-consuming. Not to worry. There are many places interns can look to find housing. Part of the trick revolves around three things:

1. Where to look;
2. How much of your stipend covers room and board; and
3. If your school or sponsoring organization has pre-arranged accommodations.

Another major point of concern is transportation. It is ideal to have an internship where the use of public transportation is viable. As an intern, mapping out the mode of travel (bus or train), the distance, and the routes/lines are huge considerations to think about. Here are some online resources that may serve as guidance:

SCHOOLS

[George Washington University Housing](#)
[Georgetown Housing](#)
[American University Housing](#)
[Catholic University of America Housing](#)
[University of Maryland Housing](#)

NEWSPAPERS

[The Washington Post](#)
[Washington City Paper](#)
[Washington Times](#)
[The Washington Examiner](#)
[The Express](#)

WEBSITES

[Sublet.com](#)
[Apartments.com](#)
[Apartmentsshowcase.com](#)
[Hotpads.com](#)
[Apartmentguide.com](#)
[Apartmentsearch.com](#)
[Apartmentratings.com](#)
[Myapartmentmap.com](#)
[Mycheapapartments.com](#)
[Rentinwashingtondc.com](#)
[Findmyhousing.com](#)
[Urbanigloo.com](#)

PUBLIC TRANSPORTATION

[DC Metropolitan Area Transit Authority](#)
[DC Circulator](#)
[Bike and Roll](#)

– TRANSPORTATION SUBSIDY –

IF YOU ARE AN INTERN AND YOU RECEIVE A STIPEND FROM AN INTERNSHIP PROVIDER, LIKE HACU, YOU ARE CONSIDERED A CONTRACTOR AND YOU DO NOT QUALIFY TO RECEIVE A TRANSPORTATION SUBSIDY FROM THE FEDERAL AGENCY. HOWEVER, YOU SHOULD CHECK WITH YOUR INTERNSHIP PROVIDER TO SEE IF IT OFFERS A SIMILAR BENEFIT.

RESTAURANTS

D.C. offers great restaurants and eateries which feature exotic menus, wonderful flavors, and tempting dishes for the palate. The expense table below shows what students can expect for their dollar. Good eats means student interns can get a good meal for a reasonable price. Good taste means the student interns can get a high class dining experience for a higher but not prohibitive price. The great dining showcases classy restaurants where students can enjoy not only the great food, but also the dining experience and the cultures offered. This is all subjective to the individuals' palate and preferences, of course.

For more information on DC dining, click on the following link: [Open Table](#) – where you can narrow your selections by locations, restaurant names, and, most importantly, by cuisines. We strongly advise that you familiarize yourself with the dollar designations below before you decide on a restaurant.

Expense Table		
Good Eats	\$\$	\$30 and under
Good Taste	\$\$\$	\$31 to \$50
Great Dining	\$\$\$\$	\$50 and over



Attractions

Washington D.C. hosts some of the most valuable historical and architectural treasures in the United States. In the federal triangle alone there are several museums, the Washington Monument, the National Mall, the Lincoln Memorial, and many others. Become involved and make D.C. part of your internship experience.

[International Clubs and Events](#)

[Spy Museum](#)

[Newseum](#)

[National Harbor](#)

[Golden Triangle DC](#)

[The Wolf Trap](#)

[The Birchmere](#)

[Strathmore](#)

[Lisner Auditorium](#)

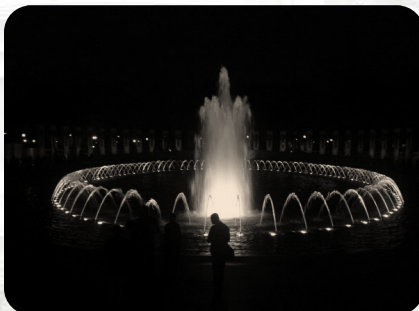
[GMU's Center for the Arts](#)

[Merriweather Music](#)

[The Kennedy Center](#)

[Gala Theatre](#)

[Shakespeare Theatre](#)



[Arena Stage](#)

[National Theatre](#)

[Live Nation](#)

[Virginia Winery Festivals](#)

[Maryland Winery Festivals](#)

[National Gallery of Art](#)

[The Smithsonian](#)

[National Air and Space](#)

[Museum](#)

[The National Mall](#)

[Ford's Theatre](#)

[List of D.C. Attractions](#)

[Washington D.C. Tourist](#)

[Website](#)

[Culture Capital](#)

[Washington Monuments](#)

TOUR INFORMATION

[Sightseeing Tour](#)

[Odyssey Cruises](#)

[Gray Line DC](#)

[Spirit of Washington](#)

[Capitol River Cruises](#)

[Cruises](#)

[Potomac Riverboat](#)

[Segway City Tours](#)

[Company](#)

[Duck Tours](#)



FEDERAL EMPLOYMENT

IF YOU ARE AN INTERN, HOW TO GET A PERMANENT APPOINTMENT.



The goal of federal managers who utilize internship programs should be to screen out the top performers and to hire “some” of them without having to compete with other applicants (what is called noncompetitive appointment). Although this is an option available to federal agencies, it is not a requirement. Therefore, it is essential that the individual generates outstanding work products and demonstrates an excellent work attitude while serving as an intern. Nevertheless, it is not enough for the intern to generate outstanding work during

his/her internship assignment to get converted to a permanent position. The supervisor must also have a funded vacancy to make it happen. Pursuant to 5 CFR § 302.101(c)(8)), each agency is required to follow the principle of veterans' preference as far as administratively feasible and, on the request of a qualified and available preference eligible, to furnish him or her with the reasons for his or her non-selection.

While the expectation is for the supervisors to be knowledgeable of all the conversion appointment authorities, most are not aware of them. The reason for this knowledge gap is not negligence, but the fact that these supervisors are overworked and understaffed. Which for the intern means one thing – *it's on them to educate the managers*. Remember the popular saying that “it takes work to get work.”

NEW RULES

President Obama issued Executive Order 13562 on December 27, 2010, to replace the student internship programs in the Federal Government. The new Pathways Program consists of the three internship programs: the **Internship Program** (for current students); the **Recent Graduates Programs**; and the **Presidential Management Fellows Program** (for graduate students).

The Office of Personnel Management issued proposed rules to implement Executive Order 13562. Until these proposed rules become final rules, the regulations pertaining to the Student Educational Employment Program are the ones to be used.



To review Executive Order 13562, click on <http://edocket.access.gpo.gov/2010/pdf/2010-33169.pdf>.

To review the proposed rules, click on <http://www.gpo.gov/fdsys/pkg/FR-2011-08-05/pdf/2011-19623.pdf>

CURRENT RULES

The current rules that are now in place are those for the Student Educational Employment Program. It consists of two components for undergraduate college students: the **Student Temporary Employment Program (STEP)** and the **Student Career Experience Program (SCEP)**.

While the STEP allows for the nature of the work not to be related to the student's academic or career goals, the SCEP makes it a requirement. For interns aspiring to be noncompetitively converted to permanent employment, only the SCEP provides this option for college graduates.

In a nutshell, following are the steps that must be followed when using the SCEP: 1) Supervisors will hire interns through third-party providers like the HNIP. 2) After supervisors have identified the top-performers, they will contact their Human Resources Departments to appoint these students to SCEP's under Schedule B, 5 CFR § 213.3202, under tenure 2, and under the 099 classification series. 3) Upon completion of the 640 hours of career-related work experience (of which up to 320 hours may be credited for working through an internship provider like HNIP), agencies will have 120 calendars days to execute a noncompetitive conversion to a permanent appointment. Note that students must meet the 620-hr. requirement "prior" to graduation – which may require adjustment of the work/school arrangements by the students.

The **Presidential Management Fellows Program** is an outstanding program available for graduate students.

APPLYING FOR FEDERAL JOBS THROUGH THE COMPETITIVE PROCESS

There is no secret way to get a job in the Federal Government. The only way to achieve this goal is by checking regularly for vacancy announcements and applying to those that the intern qualifies for through the USAJOBS database, which you'll find at <http://www.usajobs.gov>. Therefore, when an intern sends his/her résumé to a

According to John Berry, Director of the Office of Personnel Management (OPM), at a speech given on November 29, 2011, OPM plans to launch the Student Pathway Initiative -- the Federal Government's new internship program -- by May 2012.

For information on the **STEP** and **SCEP**, click [here](#).

For information on the **Presidential Management Fellows Program**, click [here](#).

To locate other sections of the Code of Federal Regulations (CFR), click [here](#).

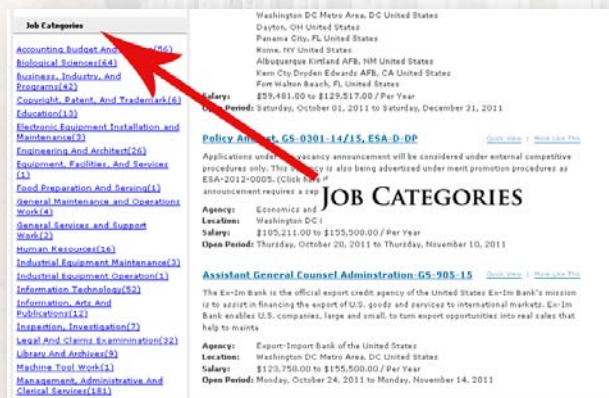
federal employee – with the hope that the federal employee will use his/her influence to give the intern an advantage over the applicants – it is a waste of time and resources. Federal personnel management is based on merit principles; not on “who you know.”

Every federal job has a unique job series. To get a head start on finding the job series, look at the “Federal Employment Fact Sheet: Federal Jobs by College Major,” which you can find at



The image shows the USAJOBS search interface. At the top is the USAJOBS logo with the tagline "WORKING FOR AMERICA". Below the logo are two input fields: "What:" and "Where:". The "What:" field has a red arrow pointing to it from the left. The "Where:" field has a red arrow pointing to it from the right. Below the "Where:" field is a link that says "Advanced Search >". At the bottom is a large blue button that says "Search Jobs" with a right-pointing arrow.

<http://www.usajobs.gov/ResourceCenter/Index/Interactive/JobsByCollegeMajor#icc>. Next, click on <http://www.usajobs.gov>, and input in the box labeled “What” the information that you secured from the “Fact Sheet,” and narrow further by inputting the pertinent zip code in its corresponding box.



The image shows a screenshot of the "Job Categories" directory on the USAJOBS website. A red arrow points to the "Job Categories" link in the left sidebar. The main content area lists various job categories with their corresponding job series numbers. The categories listed are: Accounting, Budget, And Finance (44); Biological Sciences (44); Business, Industry, And Programs (44); Customs, Patent, And Trademark (44); Education (44); Electronic Equipment Installation And Maintenance (44); Engineering And Architecture (44); Equipment, Facilities, And Services (44); Food Preparation And Service (44); General Maintenance And Operations Work (44); General Services And Support Work (44); Human Resources (44); Industrial Equipment Maintenance (44); Industrial Equipment Operation (44); Information Technology (44); Information, Arts And Publication (44); Inspection, Investigation (44); Legal And Claims Administration (44); Library And Archives (44); Machine Tool Work (44); Management, Administrative And Clinical Services (44); and Policy Analysis (44).

These steps will limit the vacancy announcements that are shown, thus expediting your search.

If you are not having any luck finding the job series, go to <http://www.usajobs.gov>, input a zip code in the corresponding box and hit the “Search Jobs” key, and check the “Job Categories” directory on the left side of your monitors.

After you have identified a vacancy



announcement, locate the area of consideration or the “who may be considered” box on the first page of said announcement. If you have never worked for the Federal Government, you may apply only to vacancy announcements that specify that they are open “to all U.S. citizens.” “Status applicants” means that only applicants who have worked previously or are currently working for the Federal Government may apply.

NOTE THAT YOU MUST SUBMIT EVERY DOCUMENT THAT IS REQUESTED ON THE VACANCY ANNOUNCEMENT AND THAT IS APPLICABLE TO YOU. FAILURE TO DO SO WILL RESULT IN AUTOMATIC DISQUALIFICATION OF YOUR APPLICATION, WITH NO QUESTIONS ASKED.

RÉSUMÉ TO USE TO APPLY TO FEDERAL JOBS

Use the résumé posted on <http://www.usajobs.gov>, under the “Create An Account” link at the top right of your monitors. This is the résumé that the Office of Personnel Management has sanctioned for federal vacancies.

PAY SCALES

Most jobs in the Federal Government are found in the GS pay scales. The lowest pay grade at the GS-1 and the highest one is at the GS-15. After the GS-15, the jobs are in the Senior Executive Service ranks. To get the appropriate pay scale, you have to first determine the geographic area where the job is found. Different geographic areas have different pay scales. Thus, you can find the pay scale for the Washington, DC-Baltimore-Northern Virginia area at <http://www.opm.gov/oca/11tables/html/dcb.asp>. To view the pay scales for other geographic areas, click on <http://www.opm.gov/oca/11tables/indexGS.asp>

For jobs in other pay systems, look for the pay rates either on the vacancy announcement or in the agency’s web site.

USING THE EEO PROCESS

Interns can access the EEO process if they think that they have been discriminated at work based on a decision from the Equal Employment Opportunity Commission in Jones v.

Department of the Army (2010). See

<http://fedcivilrights.org/Interns%20and%20EEO%20Complaints.htm>.



OPERATING STATUS OF THE FEDERAL GOVERNMENT

To find out whether the government offices in your geographic area are open for business on any particular day, click on http://www.opm.gov/Operating_Status_Schedules/. This information is good to have especially during days with inclement weather (e.g. during snow storms).

FEDERAL HOLIDAYS

To view a list of federal holidays, click on http://www.opm.gov/Operating_Status_Schedules/fedhol/2011.asp



CONCLUSION

This directory covered just the tip of the iceberg, as there are many opportunities in the Federal Government. Anyone can find a niche if they remain persistent, focused, and most of all, informed. Now that you have this information, use it to make D.C. your backyard and, hopefully, with a lot of patience and a stroke of luck, you can find a place of work and residence in the Nation's capital.

Now, one thing to remember when using this directory is that it is non-exhaustive. The Federal Government is one of the largest employers in the world. Laws and regulations change every day, positions open and close, budgets rise and fall. Keep your eyes open to everything that is out there and like one great author, activist, and mentor said: "always be situationally aware."

"BE SITUATIONALLY AWARE."

All interns start at the bottom of the totem pole. Many will make mistakes that could lead them to question their self-confidence. Don't get discouraged. As actress Mary Pickford used to say, "If you have made mistakes, even serious ones, there is always another chance for you. What we call failure is not the falling down, but the staying down." This process of finding an internship, exploring the city, and making mistakes will better prepare you for what is in store as a young professional. So buckle up, hang tight, and enjoy the benefits of being an intern and let this directory do the walking through your trajectory.

"IF YOU HAVE MADE MISTAKES, EVEN SERIOUS ONES, THERE IS ALWAYS ANOTHER CHANCE FOR YOU. WHAT WE CALL FAILURE IS NOT THE FALLING DOWN, BUT THE STAYING DOWN."

— MARY PICKFORD



GLOSSARY OF TERMS

If you feel confused by bureaucratese terminology, use the extensive glossary of federal terms at <http://govcentral.monster.com/benefits/articles/38-glossary-of-federal-terms-> .

